



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

## FOR AGENCY USE

## 1. Agency Address

Application Date

Application Number

## FOR RECORDS MANAGEMENT USE

Application Number

Date Received

Date Completed

FEB 15 1984

APR 6 1984

2. Person to Contact  
WALT FAIRCHILDWorking Title  
ADMINISTRATIVE SERVICES CHIEFTelephone Number  
656-3426

## 3. Action Requested

- a. ☒ Establish Retention Schedule; record will continue to accumulate.  
b. ☐ Dispose of present accumulation; no further accumulation anticipated.  
c. ☐ Amend Application No. \_\_\_\_\_ Check One: ☐ Change; ☐ Supersede; ☐ Void

## 4. Dates of Series

Earliest Latest

1950 DATE

## 5. Records Series Title (followed by title used in office; if different)

AUDITORS' OPINIONS AND CORRESPONDENCE

## 6. Division and Office Function

What is the function of the Division and the Office in which this record series is created?

THE GEORGIA STATE FINANCING AND INVESTMENT COMMISSION IS RESPONSIBLE FOR THE SUPERVISION OF THE EXPENDITURE OF FUNDS FOR THE CONSTRUCTION OF, IMPROVEMENT OR REMODELING OF FACILITIES FOR STATE AGENCIES AND FOR THE SALE OF GENERAL OBLIGATION BONDS TO FINANCE SAID CAPITAL OUTLAY PROJECTS.

## 7. Record Series Description

This file contains the following documents (include form numbers and titles, if any):  
Attach samples of the file.

Documents relating to: ESTABLISHING SOUND ACCOUNTING PROCEDURES AND FINANCIAL OPERATIONS.

Included are: OPINIONS OF AUDITORS, USUALLY IN THE FORM OF MANAGEMENT LETTERS, REGARDING ACCOUNTING PROCEDURES AND FINANCIAL OPERATIONS OF THE COMMISSION. MOST OPINIONS CONCERN RECOMMENDATIONS.

NOTE: THE STATE DEPARTMENT OF AUDITS DOES NOT AUDIT THE COMMISSION INASMUCH AS THE STATE AUDITOR IS A MEMBER OF THE COMMISSION BOARD. AN AUDITOR FROM THE PRIVATE SECTOR IS EMPLOYED.

File is arranged: BY DATE.

## 8. Monthly Reference Rate

How often are records referred to which are:

One to six months old OFTEN; Seven to twelve months old SOME; Thirteen to twenty-four months old SELDOM; twenty-five months and older SELDOM ?

## 9. Annual Rate of Accumulation of Records

Letter-size drawers \_\_\_\_\_; Legal-size drawers \_\_\_\_\_; Shelves \_\_\_\_\_; Other (specify) less than one vol. per year

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>0</u> years.	d. Audit period	<u>0</u> years.
b. Statute of limitation	<u>0</u> years.	e. Administrative need	<u>PERMANENTLY</u> years.
c. Federal law	<u>0</u> years.	f. Federal retention instructions	<u>0</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

OPINIONS OF AUDITORS HAVE CONTINUING VALIDITY.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other AS EACH VOLUME IS FILLED then,

- ☒ Hold in the current files area UNTIL NO LONGER NEEDED FOR REFERENCE, THEN  
☐ Transfer to local holding area, hold            month(s)            year(s); then  
☐ Transfer to State Records Center; hold            year(s); then  
☐ Destroy.  
☒ Transfer to State Archives for permanent retention.  
☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Villar F. Robert</i>	<i>2/14/84</i>	<i>Walter H. Furchald</i>	<i>2-14-84</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	<i>4/3/84</i>
		Secretary of State/Designee	<i>3/30/84</i>
		Attorney General/Designee	<i>4-5-84</i>